**Ancient Rome Paper Final Checklist**

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| **Criteria** | **Check if complete** |
| Paper has five paragraphs -- intro, conclusion, and three body paragraphs |  |
| Paper is in MLA format. MLA format meant that the paper is…   * Typed in Times New Roman 12 point font * Double-spaced * Header with the author’s last name and page numbers * Heading with the student’s name, teacher’s name, class name and date in the day month year format in the left corner * Includes a title in the center of the page — title is not underlined or put in bold font * Indents the paragraph |  |
| Outline and notecards are ready to submit with the paper. |  |
| Paragraph topics correspond to the outline. |  |
| Clear topic sentences start each paragraph to keep the paper organized. |  |
| Four sources that came only from the LiveBinder or books are used in the paper (not just listed on the bibliography, but also cited in the text). |  |
| MLA style in-text citations are used correctly more than once per paragraph. |  |
| In-text citations are punctuated and formatted with minimal errors. The only correct formats are below.   * (Author’s last name page #) -- no comma! Ex. (James 13) * (Author 1 last name **and** author 2 last name page number) Ex. (Mellor and McGee 15) * (Author’s last name) Ex. (Kamm) * (“Title”) Ex. (“Roman Medicine”) -- remember those quotation marks |  |
| An MLA style Works Cited page is attached to the paper. |  |
| Paraphrases are clear. |  |
| The introduction provides background information. |  |
| The thesis statement gives a map of the three body paragraphs and also answers the research question, “Why is my topic important to Ancient Roman civilization?” |  |
| The conclusion restates the point and uses one of the conclusion strategies learned in class effectively. |  |
| Paper is proofread, peer-edited, and revised. |  |
| Paper is printed or shared (if you are on the GoogleDrive list) before class. |  |